Diploma in Information Technology

Introduction

This course provides students who are interested in pursuing a career in the information technology industry with the knowledge and skills required to develop themselves into well trained, versatile and multi- skilled professionals. Students will be equipped with the knowledge and first-hand experience of the industry with a thrust on creativity and enterprise.

Course Modules (Choose any 4)

- IT Project Management Skills
- Helpdesk Support
- Hardware Maintenance & Troubleshooting
- Software Maintenance & Troubleshooting
- Introduction to TCP/IP
- Protocol Analysis
- Network Design and Implementation
- Firewall and Network Security

Admission Requirements

Meet any one of the following criteria:
1. High School Certificate or equivalent
2. Certificate Holder
3. 3 Passes in GCE O-Level
4. Mature student above 21 years old with at least 1 year working experience

English Language Requirements

IELTS score band 5.5 or a Pass in GCE O Level English or equivalent or more than 50% in the BCI English Proficiency Test for Diploma& Advanced Diploma Level

Students who do not meet the English language requirements should enrol in the six months bridging course, Certificate in General English – Intermediate Level, and obtain a pass to be eligible to study the Diploma course.

Name of Award

Diploma in Information Technology

Awarding Body

Barclyne College International

Course Mode and Schedule

Full time / Part time

Full time: Monday to Friday, 3 contact hours per day

Part time: 2 days a week, 3 contact hours per day

Course Duration

6 months

Venue

Barclyne College International, 62 Cecil Street #03-00 TPI Building S(049710)

Fee Structure

Application Fee [1]	S $ 500
Course Fee	S $ 5,400
Materials Fee	S $ 400
Textbook Fee	S $ 200
Internal Examination Fee	S $ 100/subject
Admin Fee	S $ 800
Total Fees	S $ 7,700

All prices are subject to prevailing Goods & Service Tax (GST). Please refer to the official price list for a detailed breakdown.

College will provide FPS Insurance, Life/Accident & Medical Insurance and Guarantor Fee for Banker's Guarantee (if any) for free.

* Application Fee paid is not refundable.

#All information is correct at the time of print and is subject to change without prior notice. Visit us at **www.barclyne.edu.sg** for detailed information and updates.

Payment Modes

Cash, NETS, cheque (payable to Barclyne College International) or telegraphic transfer (not applicable for miscellaneous fees)

Fee Collection Hours

Monday-Friday: 10.00 am to 05.00 pm on working days

Withdrawal/Deferments

Applications to withdraw or defer from a course must be made in written form to Barclyne College International. For amount of refund, please refer to the college's Refund Policy at www.barclyne.edu.sg.

Student Fee Protection Scheme

The college has adopted insurance facility to provide full protection of all course fees paid by all students as part of the EduTrust Certification Scheme. The college has also in place, as required under the EduTrust Scheme, a Medical Insurance Scheme for all its students. For more information on Edutrust for Education, please visit the college website at www.barclyne.edu.sg. Alternatively, you can also visit the official CPE website at www.cpe.gov.sg.

Scheduled Holidays

Refer to MOM Public Holidays calendar at www.mom.gov.sg and BCI Academic calendar. For more information, please contact our Education Consultant at (65) 6100 1995.

Manner of Teaching

Lectures, tutorials, discussion strategies, group work

Average Teacher-Student Ratio

Lecture - 1:25

Tutorial – 1:25

Note: Number of students in a classroom is subject to permitted seating capacity.

Module Description
IT Project Management Skills

The aim of the module is to help students learn how projects are initiated from the onset and how to plan a project in detail. Students will be taught to monitor and control their project activities through development of a project status report. Syllabus topics include project management, tools and ethics, scope and communications, time and human resources, scheduling and costs, quality and risk, and monitoring & control.

Helpdesk Support

The aim of the module is to enable students understand the requirements of a helpdesk support using different methods. This module reviews a variety of tools that a helpdesk can use to encourage customer contact and introduce strategies that students can employ to promote customer satisfaction. Syllabus topics include the contact centre, skills for successful communication, etiquette of telephone communication, email, fax, and web chat.

Hardware Maintenance & Troubleshooting

The module deals with PC repair fundamentals due to hardware failure. From power supplies to CPU, installation, configuring and performing maintenance on the devices. The students will learn how to set up a small to medium size office network together with common peripherals. Moreover, the students will learn current trends and problems with notebook and server.

Software Maintenance & Troubleshooting

The aim of the module is to equip students with skills in identifying tools and test equipment associated with software maintenance and troubleshooting. Syllabus topics include knowing how hardware and software work together in the operation of a PC, the maintenance of operating systems along with their characteristics, features and use of various software such as Window and Mac operating system, tools to troubleshoot and solve basic compute problems.

Introduction to TCP/IP

This module focuses on core concepts and history upon which TCP/IP is founded. Topics include an overview of its current architecture, protocols that comprises the suite, file transfer protocol, and TCP/IP standards.

Protocol Analysis

This module focuses on network terminologies and protocol analysis. Syllabus topics include skills of local area networks [LAN], wide area networks [WAN], open system interconnection models, and internet protocols.

Network Design and Implementation

This module introduces the essentials of networking design to students. It covers key networking concepts for the role networking plays in business enterprises. Topics include current TCP/IP protocols, developments made for next generation internet, network design to suit business organisations.

Firewall and Network Security

This module provides students with a good understanding of firewall and network security. Topics include information security standards, security policies, security threads, security incidents, security policies, procedures and guidelines.

Manner of Assessment and Grading

Assessment Mode	Weighting
Attendance	5%
Class participation	5%
Assignment/Homework	40%
Written Examination	50%

Grading Scheme:

Grade	Range of Marks
Distinction	80 and above
Merit	70-79
Credit	60-69
Pass	50 – 59
Fail	49 and below

Final Assessment Dates
Expected Date of Release of Results
Commencement & End Date of Course

For more information on the above, please contact us at 65 61001995.

Note:
1) BCI has the right to cancel an intake if the minimum number of students enrolled is less than 5 for any course. For withdrawal and refund policies, please refer http://www.barclyne.edu.sg/en/general/page/922 for details.

2) Teachers will brief students at the beginning of an intake regarding all critical course information such as course contents, assessment details and other academic matters.

Modules offered in each intake

Module	Jan	April	July	Oct
IT Project Management Skills	√			
Helpdesk Support	√			
Hardware Maintenance & Troubleshooting		√		
Software Maintenance & Troubleshooting		√		

				√	
Introduction to TCP/IP				√	
Protocol Analysis				√	
Network Design and Implementation					√
Firewall and Network Security					√

Graduation Requirements

Pass any 4 modules. To pass each module: Min 50% of the total marks in the Final Exam (i.e. Attendance + Class participation + Assignment/Homework + Written Examination).

Attendance Requirements

As per ICA regulations, international students are required to achieve at least 90% attendance every month and not be absent for 7 consecutive days or more without any valid reason. Students who do not require ICA's student's pass are required to achieve at least 75% attendance   rate.
Only medical certificates are accepted as proof for absenteeism. Any other documents would be accepted on a case-by-case basis with full justification acceptable by ICA.

Lecturers

For updated information on lecturers deployed to teach the modules, please refer to www.barclyne.edu.sg.

Progression / Career Pathways

Students who successfully complete the course may proceed to BCI Advanced Diploma in Business and Management course.

Alternatively, students may look for employment opportunities in Information Technology or other relevant sectors.